

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

COVER VIRGINIA - QUALITY CONTROL AND CONTRACT MONITOR

Role Title: Program Administration Specialist II

Position #:00110

Pay Band 5 Level II Hiring Range \$42,614 - \$65,000

Closing Date: November 30, 2015

Exciting opportunity in the Marketing and Enrollment Services Division to assist in the Cover Virginia Call Center and CPU contract administration for the Virginia Department of Medical Assistance Services (DMAS). This position is responsible for daily monitoring contractor performance and review of statistical data and reports according to the current contract, and provide oversight and guidance for the Cover Virginia Appeals process. The incumbent will recommend improvements, and assist in developing and implementing quality control programs and training, as necessary. Applicants must have considerable knowledge of public and private healthcare programs including eligibility and the health care and social needs of families and children. Requires working knowledge of FAMIS, FAMIS Plus, and Medicaid policy and procedures. Must have proven experience with quality assurance methodology and training. Requires demonstrated ability to communicate effectively with diverse populations and convey complex ideas. Must have experience using enrollment systems such as MMIS, the VaCMS eligibility system, and working with a variety of software packages including word processing, spreadsheet, and automated databases. Requires experience performing system readiness testing and creating documentation. Prefer contract management, project management, and/or supervisory experience. Bachelor's degree with major coursework in health care administration or related field preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA